

PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

Class Definition

Under administrative direction, plans, organizes, and directs the operation of the Parks, Recreation and Community Services Department.

Distinguishing Characteristics

The Parks, Recreation and Community Services Director directs the operation of the Parks, Recreation and Community Services Department. The incumbent exercises considerable judgement and discretion in the administration and direction of the department and its operations. The Director is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, and development of various parks, recreation, community services, and zoo programs. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs the operation of the Parks, Recreation and Community Services Department.

Develops general departmental policies for the operation, maintenance, and development of the various parks, recreation, community services, and zoo programs.

Meets with representatives of Federal, State, County, and civic and community organizations on matters of parks and recreation facilities, services, and programs.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all divisions of the department.

Confers with the Superintendent of Schools, administrative staff, and principals on coordination and operation of all recreation programs.

Participates in intra-city and inter-agency committee work as directed by the City Manager.

Initiates, develops, and administers a comprehensive recreation program in cooperation with, and utilizing the facilities of, school districts, flood control districts, and other public agencies.

Prepares and presents reports and recommendations to City Council and other public and private bodies.

Reviews plans, programs, policy recommendations, and budget estimates submitted by division heads.

Confers with, and advises division chiefs on all policies, activities, and problems relating to the activities and services of the department.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the principles, practices, and methods of park and recreation administration.

Considerable knowledge of modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Considerable knowledge of current literature, recent developments, and sources of information in parks and recreation services and administration.

Ability to organize, direct, and coordinate the activities of the several divisions of a large, complex parks and recreation department.

Ability to determine the recreation and parks needs of the community and to develop necessary plans and programs to meet such needs.

Ability to maintain cooperative working relationships with representatives of other government agencies, private agencies, and the general public.

Ability to communicate effectively orally and in writing.

Minimum Qualifications

A Bachelor's Degree from an accredited college or university with major course work in recreation, landscape architecture, forestry, public administration, physical education or related field, and five years of professional supervisory and administrative experience in a public park, recreation and/or diversified community based service program.

Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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